

PLANNING DEPARTMENT
REAL ESTATE SIGN INFORMATION
APPLICATION FORM
TOWN OF HILTON HEAD ISLAND.

Please TYPE or PRINT legibly

NOTE: A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH INDIVIDUAL SIGN.

BUSINESS NAME _____ LICENSE # _____

CONTACT PERSON _____

MAILING ADDRESS _____

PHONE _____

FAX# _____

APPLICATION REQUIREMENTS:

☐

FULLY COMPLETED AND SIGNED APPLICATION FORM.

☐

ACCURATE COLORED RENDERING OF THE SIGN SHOWING ALL DIMENSIONS,
TYPE OF LETTERING, MATERIALS AND ACTUAL COLOR SAMPLES.

☐

APPLICATION FEE \$50.00

THE REAL ESTATE SIGN MUST CONFORM TO THE FOLLOWING GUIDELINES:

1. SIZE SHALL BE RECTANGULAR IN SHAPE AND NOT EXCEED 4 SQUARE FEET;
2. COLORS AND GRAPHICS SHALL BE SUBJECT TO THE APPROVAL OF THE ADMINSTRATOR;
3. COPY SHALL BE LIMITED TO (1) THE NAME OF THE OWNER OR THE LISTING AGENT, (2) THE REAL ESTATE COMPANY (3) THE TYPE OF OFFERING AND (4) NOT MORE THAN TWO TELEPHONE NUMBERS;
4. THE QUANITY SHALL BE LIMITED TO ONE PER STREET FRONTAGE OF THE AFFECTED PREMISES;
5. A FREESTANDING SIGN SHALL BE MOUNTED SO THAT ITS TOP EDGE IS NO HIGHER THAN FOUR FEET ABOVE GRADE; AND A FAÇADE MOUNTED SIGN SHALL BE MOUNTED SO THAT ITS TOP EDGE IS NO HIGHER THAN EIGHT FEET ABOVE GRADE;
6. THE SIGN SHALL NOT BE ILLUMINATED; AND
7. SIGNS OFFERING TENANT SPACE SHALL NOT BE FREE STANDING, BUT MAY BE PLACED AS A TENANT PANEL ON A PERMITTED DIRECTORY SIGN OR IN THE WINDOW OF THE TENANT SPACE BEING OFFERED.

SIGNATURE _____

DATE _____

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

TIME: _____

ACCEPTED BY: _____

MASTER TRACKING NUMBER: _____